

State Personnel Board
801 Capitol Mall
Sacramento, CA 94244-2010
www.spb.ca.gov

Information

The following automated telephone information lines will provide current exam testing information for LEAP, as well as traditional examinations. For further information on the LEAP process, call (916) 653-1579 or TTY (916) 653-1498.

Telephone Information Lines

Los Angeles.....(213) 620-6450
Sacramento.....(916) 445-0538
San Diego.....(619) 237-6163
San Francisco.....(415) 557-7871
TTY*.....(916) 653-1498

Each call is limited to a maximum of 15 minutes. At the end of this time, the system will tell you "good-bye" and automatically terminate the call. If you want to access additional information, please call back.

Extension Numbers

Exams	Ext.
Office Services.....	110
Semiskilled, Crafts & Trades.....	120
Sub professional, Technical & Professional.....	130
Peace Officer.....	140
Investigation, Inspection & Field Representative.....	150
Administrative & Career Executive.....	160
Laborers, Janitor, Security, Food Service & Related Personal Services.....	170
LEAP (All Classifications).....	180

Subject	Ext.
List Eligibility Information.....	210
Limited Examination & Appointment Program (LEAP).....	300
Department Testing Offices.....	410
Veterans Preference Credits.....	441
Permissive Reinstatements.....	442
Dismissed State Employees Participating in State Exams.....	443

* TTY is for persons with hearing impairments.

Limited Examination and Appointment Program (LEAP) Classification Titles (November 2005)

When requesting information or applying for an examination by mail, **you must write LEAP with the class title.** These are classifications currently offered for LEAP:

Account Clerk II
Accountant Trainee
Accounting Technician
Assistant Information Systems Analyst
Auditor I
Building Maintenance Worker
Business Taxes Representative
Carpenter I
Computer Operator
Custodian
Disability Insurance Program Representative
Electronics Technician
Employment Program Representative
Energy Analyst
Environmental Scientist
Fair Employment & Housing Consultant I
Food Service Worker I
Graduate Legal Assistant
Groundskeeper
Information Systems Technician
Integrated Waste Management Specialist
Key Data Operator
Laboratory Assistant
Mailing Machines Operator I
Maintenance Mechanic
Office Assistant (General)
Office Assistant (Typing)
Office Technician (General)
Office Technician (Typing)
Painter I
Park Maintenance Assistant
Program Technician
Programmer I

LEAP Classes cont.

Research Analyst I (Various Specialties)
- Demography
- Economics
- General
- Geographic Information Systems
- Social/Behavioral

Staff Counsel
Staff Services Analyst
Staff Services Management Auditor
Supervising Cook I

Teacher (Various Specialties)
- Business Education
- High School Education
- Home Economics
- Recreation & Physical Educations

Transportation Engineer (Civil)

Transportation Planner

Vocational Instructor (Various Specialties)
- Auto Body and Fender Repair
- Landscape Gardening
- Upholstering

Word Processing Technician

Sponsored by the
State Personnel Board
Office of Civil Rights

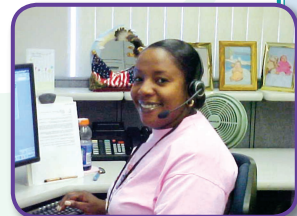


LEAP

Limited Examination and Appointment Program



Rewarding



*Civil
Service*

New Opportunities



*For the Recruitment and Hiring
of Persons with Disabilities*



What Is LEAP?

The State Personnel Board's Limited Examination and Appointment Program (LEAP) is an alternate examination and appointment process designed to facilitate the recruitment and hiring of persons with disabilities. Individuals who qualify for LEAP will be able to apply for any LEAP specified examination for which minimum qualifications are met.

LEAP placement is available in many job classifications and the selection process establishes an eligible referral list of names for departments to use in hiring. This brochure describes the process in detail.

How Do I Qualify For LEAP? (LEAP Certification)

To be eligible for a LEAP class exam, the Department of Rehabilitation must certify that you meet the requirements of a person with a disability. You may contact the Department of Rehabilitation to find out how to obtain LEAP certification. To find an office near your home, please contact the Department of Rehabilitation at (916) 322-8500 or (916) 263-8762 or TTY (916) 263-7477 or online at www.rehab.ca.gov. If you are a Rehabilitation Client, contact your counselor to determine your eligibility.

Upon receipt of your LEAP certification, you must provide a copy to the State Personnel Board's Examination Services for verification of your LEAP eligibility. Keep the original for your records. You will receive written notification confirming that your information has been entered into the State Personnel Board's LEAP database system.

How Do I Apply For Testing?

Once you have obtained your LEAP certification from the Department of Rehabilitation, you may apply for LEAP class examinations during open testing periods. In addition, you may continue to apply for traditional State examinations.

LEAP Examination Announcements

LEAP examination announcements are available at the State Personnel Board (SPB), the Department of Rehabilitation, the Employment Development Department, and many organizations serving individuals with disabilities. You can send a self-addressed stamped envelope to SPB to request copies of LEAP and other exam announcements, blank applications, and SPB pamphlets or visit the State Personnel Board or access our web site at www.spb.ca.gov.

What Is The LEAP Selection Process?

LEAP examinations are given online via the Internet, or by mail. Be sure to check each announcement to determine the format in which the LEAP examination is given.

Online Process:

If the examination is given online, access the SPB website at www.spb.ca.gov. Under the "Hot Links" section, select "Internet Exams" and the LEAP examination in which you are interested. A detailed 14-step guide will help you through the process of completing an online State application and establishing an application account. A user ID and password will also be created for your use. Under the "Minimum Qualifications" section of the application process, you will be asked a series of questions to determine if you meet the minimum qualifications for the classification. If you meet the minimum qualifications, you will be prompted to continue to the first part of the LEAP examination, the Readiness Evaluation, which provides a basic screening of an applicant's education, experience and personal qualifications to determine readiness for placement in a work setting.

Results of the Readiness Evaluation can be viewed immediately. You will need to print a copy of the results screen for your records.

Mail-in Process:

If the examination is given by mail, complete a State Application for Examination (STD. 678) and send it to the address listed on the examination announcement. **You must attach a copy of your LEAP certification form to every application you submit for a LEAP examination.**

On page 1 of the Application under the "Examination(s) or Job Title(s) For Which You Are Applying" section, write "LEAP" with the title of the identified class – "(e.g., LEAP, Word Processing Technician)", "(LEAP, Auditor I)", etc. **If you do not write LEAP on the application, or if you apply for a class that is not specified for LEAP, your application will not be processed.**

To make a request for reasonable accommodation for testing, mark the appropriate box on question 2 of the application. You will be contacted by the SPB Examination Services to make specific arrangements.

Application Review

Staff in Examination Services review applications to determine if candidates meet minimum qualifications for each job classification and that the required LEAP Certification form is attached.

If applications are accepted, applicants are scheduled for a Readiness Evaluation. You will receive a Readiness Training and Experience Evaluation package, which must be returned within the stated time frame.

In approximately eight (8) weeks, you will receive a notice of your Readiness Evaluation results by mail.

If applications are rejected, applicants are notified and given a reason for the rejection.

An applicant may appeal the rejection of his/her application, whether completed in the online process or submitted by mail. A formal written appeal must be submitted to the SPB Appeals Division within 30 days of receipt of the notice of rejection.

LEAP Testing

The LEAP examination consists of two parts: 1) a Readiness Evaluation, and 2) a Job Examination Period, which is performed on-the-job.

Part I - Readiness Evaluation: Your education, experience and personal qualifications will be evaluated through a competitive examination process to determine your readiness to work. The type of examination will be described on the examination bulletin.

If you are successful in the Readiness Evaluation, your name will be placed on a LEAP eligible list and made available to State departments. Anyone may be appointed from an eligible list to participate in Part 2 of the LEAP examination. You may participate in the competitive process of each LEAP examination for which you qualify no more than once in an eighteen-month period.

Your name will remain on the list for 24 months, and you can be interviewed for any openings in that job classification. Although you may begin receiving contact letters from departments regarding your interest in vacant positions for which they are recruiting, *you are encouraged to apply directly to departments for vacancies in which you have list eligibility.* To check the State Personnel Board's web site for vacancies, go to www.spb.ca.gov and view the SPB Jobs and Employment Information page under the heading "Working for California", then click on "Vacancies". If you type in the exact job title, the system will do a statewide search for available openings.

To remain active on the eligible list, you must respond to all contact letters you receive. Failure to respond by the deadline will result in your name being placed on the inactive list and you will not receive any additional contacts. Upon written request to the SPB, your name may be

restored to the active LEAP eligible list for the remaining period of your eligibility. When applying for job openings, you may be asked to state your list eligibility. A copy of your **LEAP Readiness Evaluation Results** may be attached to your application to verify your list eligibility. **DO NOT send a copy of your certification form.**

If you are invited for a hiring interview, you will have the opportunity to convince a department that you are the best person for that job. At times, departments may be interviewing a large number of people. If you are not hired, your name will remain on the eligible list, and you can be interviewed for other job openings. If you choose not to accept a job offer from a department, there is no penalty for doing so. If hired, you will begin the second part of the LEAP Examination, the Job Examination Period.

Part II – Job Examination Period: Once hired, you will serve a temporary two (2) to four (4) month on-the-job performance evaluation period. A written review will be given every month of your evaluation period. If you meet performance standards, you pass your examination.

After successfully passing your examination, you will then be appointed to the regular civil service classification. The appointment could be permanent or limited term, depending on the position. You will then start the standard probationary period for that class.

Reasonable Accommodation

A reasonable accommodation is an adjustment to enable individuals with disabilities to enjoy equal benefits and privileges of employment. This may include special equipment, a modified workspace or support services such as a reader or interpreter. You may request reasonable accommodation from your department.

Appeal Rights

While the LEAP is somewhat different from the traditional selection process, your rights are protected in the same way. You may appeal the following actions to the State Personnel Board; denial of LEAP Certification, rejection of your application, results of your Readiness Evaluation; the employing department's decision not to provide reasonable accommodation, and termination from the Job Examination Period.

Pay And Benefits

As a LEAP candidate, you will receive the same salary as employees in the regular civil service class. You will be appointed on a temporary basis until you successfully complete the Job Examination Period. Your Job Examination Period will count toward seniority, and you will begin to accrue sick leave and vacation benefits.